



# Financial Management Leadership Program

## About DIA

Established in 1961, the Defense Intelligence Agency is the Nation's preeminent military intelligence organization and a key member of the United States Intelligence Community. Throughout its history, DIA has provided outstanding service in support of every national security challenge facing the nation. The agency's headquarters is on Bolling Air Force Base in Washington, DC and duty assignments are mainly in the Washington, DC area.

The Financial Management Leadership Program (FMLP) provides a small select number of high performing undergraduate students seeking to serve their country. This opportunity will allow applicants to join the agency as a full-time employee in the Office of the Chief Financial Executive. The program provides a comprehensive and high-quality professional experience related to, and complementary with formal education in a business-related academic discipline.

## The Program

The Financial Management Leadership Program is designed to develop the requisite skills of an integrated financial management workforce. The program provides a critical opportunity to assess and develop financial management skills and interests. Participants will embark on a two-year training program, during which time they will develop core competencies in many aspects of financial management to include program development and evaluation, budgeting, accounting, finance, and other resource management functions. Within each rotation, the Fellow will focus training within two of the following areas: Planning/Programming, Execution, Accounting, and Manpower/Compensation.

The program is comprised of: a) on the job training, b) lectures, (c) classroom training - which are designed to reinforce student comprehension of the terminology and concepts presented in the lectures, and (d) guest speaker presentations - which will provide real-world insight into lecture topics from representatives of several of the management and oversight organizations

Selected students are placed in a host office with an assigned supervisor and a mentor. A work-plan will describe learning objectives and skills to be attained, as well as tasks that they will be expected to complete. The training portion of the program will be managed by the Chief Financial Executive Headquarters Office, and all internal and external training will be reviewed and scheduled with the mentor and supervisor for approval. Students will participate in rotational assignments, working as staff members in the Office of the Chief Financial Executive and affiliated satellite offices. These rotational assignments are designed to broaden skills and expand understanding of the inter-relationships among the multi-faceted elements of financial management.

Upon completion of the two-year program, participants should have networked enough to select several areas of interest within financial management and will be guided for permanent placement if the specified area has an available position open.

### Eligibility Criteria

- A recent undergraduate degree from a regionally accredited institution.
- Academic discipline or major in business administration, finance, accounting, economics, information technology in financial management or other related fields.
- Demonstrated leadership experience and communication skills.
- Proven analytical ability.
- U.S. citizenship of applicant and all members of the immediate family (all applicants conditionally selected for the program are required to satisfactorily complete a security background investigation, counterintelligence (CI) scope polygraph examination and drug screening test). Security clearances are not granted to applicants who are dual citizens or who possess dual citizenship of the US, etc.
- All applicants must commit to employment with DIA's Financial Management Leadership Program for the full two years and will sign a service agreement.
- All applicants must satisfy DIA's conditions of employment before a final offer of employment will be extended.

Applicants will be evaluated on academic background and aptitude, analytical ability, written communication skills, and demonstrated leadership.

### Benefits

- Competitive salaries based upon education and relevant experience
- Health benefits (i.e. life and health insurance, annual and sick leave, retirement, medical leave, military leave, government holidays, and employee fitness program)
- Awards program
- Alternative work schedules and hours
- Employee Assistance Program
- Individually tailored development assignments and projects (education and training opportunities)

### Application Procedures:

- Complete the on-line application process at <http://www.dia.mil> (click on Special Programs). Applications will only be accepted on-line.
- Attach a copy of your current resume and your unofficial transcript to on-line application. Finalists will be provided with instructions on submitting an official transcript.
- Provide the following information in a cover letter attached to your on-line application:
  - Resume outlining your academic achievements and professional experience
  - Essay response addressing the following topic in a 500-700; typed, double spaced, font size 10-12:

- Describe potential contributions and objectives that you aspire to accomplish during your participation in the Financial Management Leadership Program.

### **Application Deadline:**

- April 1st: (Vacancy will open to receive applications on 4 January 2010)

Applicants will be notified of decision to move forward beginning June for an October 1<sup>st</sup> start date. All application materials must be received by the deadline. Non-selectees will be notified via postal mail.

For additional information contact: Human Resources, HCH-4, Phone: 202-231-5500; Fax: 202-231-4889

For additional information about DIA, please visit our world wide website at <http://www.dia.mil>.

DIA is an equal opportunity employer. All applicants will be considered without regard to non-merit factors, such as race, color, religion, gender, age, marital status, disability or sexual orientation. Veterans who are preference eligible or who have been separated from the armed forces under honorable discharge may apply.

DIA provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed above. The decision to grant reasonable accommodation will be made on a case-by-case basis. Identification of reasonable accommodation needs should be made as early as possible so that necessary accommodations are available at the time of arrival.

**ADVISORY NOTE:** All positions in the Defense Intelligence Agency are in the excepted service and covered by the Defense Civilian Intelligence Personnel System (DCIPS), a pay-banded, pay-for-performance system.

**NOTE:** DIA positions are in the Excepted Service under 10 USC 1601 appointment authority. All candidates must be U.S. citizens and are subject to a thorough background inquiry and any required medical examinations. All applicants conditionally selected for this position and all DIA employees are subject to initial and a periodic counterintelligence-scope polygraph tests. All applicants conditionally selected for this position will be required to submit, prior to appointment, to urinalysis, to screen for illegal drugs. Employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. All civilian employees are required to participate in the DoD Direct Deposit/Electronic Fund Transfer of Pay Program. All candidates will be considered without regard to race, color, religion, sex, national origin, age, marital status, disability, or sexual orientation. Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions are encouraged to apply.



## **Financial Management Leadership Program**

### **Frequently Asked Questions (FAQ)**

#### **Q. What academic disciplines or areas of study is the agency seeking?**

A. Ideal applicants for the FMLP are recent undergraduate students who are majoring in business administration, finance, accounting, economics, information technology in financial management or related fields.

#### **Q. How does the FMLP selection process work?**

A. Profiles of the candidates that meet the minimum eligibility criteria will be submitted forward to a selection board composed of senior financial resource managers. Factors considered by the board include academic background; communication ability, demonstrated leadership, essay response, and any previous work experience. The selection board then chooses a final list to include alternates for continued processing.

#### **Q. When can I expect to hear if I am selected for the FMLP?**

A. Finalists and alternates will be notified no later than 15 June and non-selectee letters will be sent by 30 June.

#### **Q. Once I have been notified that I am a FMLP finalist or alternate, what is the next step?**

A. You will be required to complete a pre-employment package which includes an SF-86 background questionnaire for security clearance. Once the package is returned and everything is filled out correctly, our Central Processing Services will arrange for a security interview in Washington, DC, at the agency's expense. The agency will also schedule a drug test screening with a vendor in your current hometown, at the agency's expense.

#### **Q. How long will it take to get a security clearance?**

A. It varies depending on your particular background and the volume of clearances being processed. In general, if you have significant foreign travel and/or foreign relatives or contacts, the clearance can be rather lengthy – up to 6 months or more to receive a full clearance. Sometimes DIA can issue an interim clearance while awaiting results of the full background investigation based on a personal interview with the DIA security office. Individuals with limited or no overseas travel, who have not moved around much, and who have no foreign relatives or contacts can sometimes receive at least a determination in less than 3 months.

**Q. I have dual citizenship with another country. What are my chances of getting a security clearance?**

A. Dual citizens can not be granted clearances. Individuals would have to renounce citizenship in the other country, relinquish passports, etc. before DIA could proceed with the security clearance process. The window of time between being selected as a FMLP and the start of the program does NOT allow sufficient time for these procedures to occur.

**Q. A member of my immediate family is not a U.S. citizen. Can I still receive a clearance?**

A. No. All members of the immediate family must be U.S. citizens.

**Q. I plan to study or work abroad for all or part of this academic year. Is that a problem?**

A. Yes. While the experience of living abroad is of value to DIA, it is impossible to complete the security background investigation and the necessary drug screening test when someone is overseas. The application deadline is April 1<sup>st</sup>, and the start date for those selected for the program will be October 1<sup>st</sup>. Attendance of the security interview in Washington, DC and the drug test screening are required. If you will be abroad the entire academic year, we will be unable to consider you for the FMLP Program.

**Q. When does the FMLP Program start?**

A. FMLP selectees are asked to report October 1st.

**Q. What assistance will DIA provide in locating housing?**

A: Locating housing is the responsibility of the FMLP selectee. Although, DIA will provide any information they have regarding housing resources that may be of assistance to you. FMLP selectees may also use the services of the Housing Assistance Office located at Bolling Air Force Base. This information will be provided to all finalists.

**Q. What does the FMLP Program involve?**

A. FMLP selectees will be hired as permanent employees and will be assigned to the Office of the Chief Financial Executive (FE).

Participants will embark on a two-year training program during which time they will develop core competencies in all aspects of financial management, including program development and evaluation, budgeting, accounting, finance, and other resource management functions. These two rotational assignments are designed to broaden skills and expand understanding of and interrelationships among the multi-faceted elements of financial management. Within each rotation, the Fellow will focus training within two of the following areas: Planning/Programming, Execution, Accounting, and Manpower/Compensation.

Participants are placed in a host office with an assigned mentor and supervisor. A combination of both a work-plan and training-plan will be developed that describes learning objectives and skills to be obtained, as well as specific tasks to be completed. After initial 12 months in a host office, selectees will work with the FE-Headquarters to select their next rotation office within the Office of the Chief Financial Executive and other affiliated satellite offices.

The program is comprised of: a) on the job training, b) lectures, (c) classroom training - which are designed to reinforce student comprehension of the terminology and concepts presented in the lectures, and (d) guest speaker presentations - which will provide real-world insight into lecture topics from representatives of several of the management and oversight organizations

Upon completion of the two-year program, participants will again work with FE-Headquarters to select a career field within financial management, and will be permanently assigned to an appropriate office if an available position is open.

**Q. What hours will I work?**

A. The workday at DIA is 8 1/2 hours (1/2 hour uncompensated for lunch). DIA offers the option to work a condensed work schedule and/or flexible work hours. You can discuss specifics on a schedule with your supervisor after your arrival (approval from supervisor is required).

**Q. How is my pay determined?**

A. Your starting salary will be determined by your prior education and relevant work experience. This ranges within the Pay Band 2 (\$38,000.00-\$71,400.00).

**Q. Will I earn employee benefits?**

A. FMLP participants are full-time employees of the agency and are eligible for all employee benefits (health and life insurance, retirement, annual and sick leave, etc.).

**Q. Can I participate in TEC programs?**

A. No, FMLP Fellows will not be allowed to participate in these programs while in the program.

**Q. Can I participate in a deployment?**

A. No, FMLP Fellows will not be allowed to deploy until their probationary period is over.

**Q. Is my work location accessible by public transportation?**

A. All of our main buildings are accessible by our subway stations and by the DIA shuttle bus system.

**Q. Is there parking available?**

A. Yes. Although, limited spacing is available at the following locations: DIAC, Clarendon, and especially limited at the Pentagon. A copy of your vehicle registration and proof of insurance is required to gain access to the air force base and to apply for a parking permit.

**Q. What will my first day be like?**

A. You are asked to report between 8:00 and 8:30 am. Specific instructions and directions will be in your final offer letter.

Your first week will consist of participation in New Hire Orientation which will include meeting other new employees, be given a welcome into the agency, completion of new hire and security paperwork, issuance of security badge, other administrative tasks, etc. Your sponsor/mentor will be available to assist in completing these tasks.

**Q. What is the dress code for the agency?**

A. In general, the dress for civilians at the agency is conservative business attire – button up shirts, slacks, and ties for men, and appropriate dress and skirts of appropriate length, blouse, and/or pant suit for women. Some offices are more informal than others and allow business casual wear on a routine basis and others have a “casual Friday”. Men will need a suit and women a tailored dress or suit for meetings and when making presentations.

**Q. What is the role of my mentor?**

A. You will be assigned a mentor in each office you will be assigned to. Your mentor will help you grow, develop professionally, and will act as a coach; listening and providing guidance and advice. Your mentor will also help you set and reach specific goals during your rotation and will help handle various situations that arise in the workplace to avoid career pitfalls.